



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

26 April 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 99-21

1. This CIL contains information on the following subjects:
 - a. Army Acquisition Corps Officer Retirement,
 - b. Web-Based Training,
 - c. FORSCOM Contracting Awards Program,
 - d. DA Career Intern Program - Overtime/Cash Awards,
 - e. Market Surveys to Enhance Participation in A-76 Studies,
 - f. Army Contracting Continuing Education Unit (CEU) Program,
 - g. List of Recurring Reports.
2. Army Acquisition Corps Officer Retirement. Reference memo, SARD-ZAC, 15 March 1999, SAB (encl 1). Army Acquisition Corps (AAC) military members who are planning to retire should notify the U.S. Total Army Personnel Command as soon as possible. Short notice retirements cause personnel shortfalls and hurt promotion opportunities for deserving officers because of inaccurate promotion requirements being presented to the boards.
3. Web-Based Training Opportunities. The list at enclosure 2 provides several web-based training sites. This is an excellent opportunity to earn Continuous Education Units (CEUs).
4. FORSCOM Contracting Awards Program. Reference memo, AFLG-PR, 9 April 1999, SAB (encl 3). This memo provides guidance, specific award information and selection criteria for nominating candidates for various FORSCOM-sponsored awards programs for excellence in contracting. For additional information, please contact Ms. Judith Blake at DSN 367-7175.
5. DA Career Intern Program - Overtime/Cash Awards. The DA ACTEDS Management Office has been reviewing the Defense Finance and Accounting System (DFAS) budget report and noticed the continued use of ACTEDS resources for overtime and cash/performance awards. The ACTEDS account **does not pay for overtime or cash/performance awards.**

Regarding Overtime - As stated in AR 690-950, Chapter 3, Section 3, paragraph 3-11, subparagraph d ".... local or MACOM funds must

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be used to pay for any overtime work performed by interns." Subparagraph d(2) does speak to ".... overtime for time spent in training outside regular working hours when productive work is performed." However, this is on the rarest of occasions and only after a formal request has been sent through the MACOM to the DA ACTEDS Management Office, two weeks prior to expected use.

During FY 99, not one request was sent through the MACOM to the DA ACTEDS Management Office, however, DFAS reports over \$51,000 being spent on overtime.

Regarding Cash/Performance Awards - As stated in AR 690-950, Chapter 3, Section 9, paragraph 3-41, ".... ACTEDS funds will not be used for monetary awards for interns."

During FY 99, DFAS reports over \$32,000 being spent on cash/performance awards. These amounts may seem small, but \$83,000 halfway through a fiscal year is a lot when the intern program is projected to drop from 850 workyears in FY 99 to 676 workyears in FY 00. This equates to a \$6.5M+ decline for the intern program in FY 00. Installations are directed to correct erroneous entries in the next monthly report. ACTEDS funding, as indicated above has high visibility and must be obligated and reported in the correct Element of Resource (EOR) Codes to preclude the appearance of abuse. Installation Career Program Managers and Directorate of Resource Management (DRM) personnel should coordinate closely to ensure funds are reported correctly to preclude possible loss of funds.

6. Market Surveys to Enhance Participation in A-76 Studies.

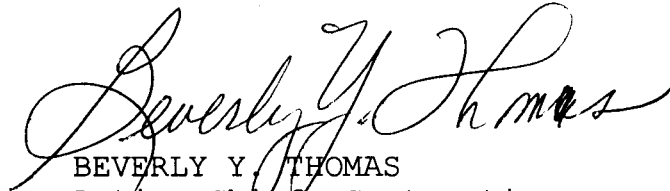
Reference memo, SADB, 1 March 1999, subject: Market Surveys to Enhance Participation in Competitive Sourcing Process (encl 4). This memorandum further emphasizes the need for market surveys to be conducted on A-76 studies and to include the local SBA representative in the process. We are encouraging each Directorate of Contracting to involve the local SBA in the acquisition process with the anticipation that this partnering early in the process will alleviate appeals later in the process. For additional information, please contact Ms. Gail Burrell at DSN 367-6787 or email burrellg@forscom.army.mil.

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7. List of Recurring Reports. At enclosure 5 is the latest list of recurring reports. For additional information, please contact Mr. Alan Schantz at DSN 367-6227 or email schantza@forscom.army.mil.

5 Encls
as



BEVERLY Y. THOMAS
Acting Chief, Contracting
Division, DCSLOG
Acting Principal Assistant
Responsible for Contracting

DISTRIBUTION:

COMMANDERS,

III CORPS & FT HOOD, ATTN: AFZF-DOC

XVIII ABN CORPS & FT BRAGG, ATTN: AFZA-DC

FT RILEY, ATTN: AFZN-DOC

FT CARSON, ATTN: AFZC-DOC

JRTC & FT POLK, ATTN: AFZX-DOC

I CORPS & FT LEWIS, P.O. BOX 33931, ATTN: AFZH-DOC

3RD INF DIV (MECH) & FT STEWART, ATTN: AFZP-DC

101ST ABN DIV (AASLT) & FT CAMPBELL, ATTN: AFZB-DOC

FT DEVENS, ATTN: AFRC-FMD-DOC

FT DIX, ATTN: AFZT-DOC

10TH MTN DIV, FT DRUM, ATTN: AFZS-DOC

FT MCCOY, ATTN: AFRC-FM-DC

NATIONAL TRAINING CENTER & FT IRWIN, ATTN: AFZJ-DC

ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

REPLY TO
ATTENTION OF

15 MAR 1999

SARD-ZAC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Corps Officer Retirement

Army Acquisition Corps (AAC) voluntary retirements are well deserved, but their impact to the AAC is significant. If retirements are known well in advance, adjustments can be made to account for the loss of critical AAC leaders. Short notice retirements cause personnel shortfalls in our organizations. More importantly, short notice retirements hurt promotion opportunities for deserving officers because of inaccurate promotion requirements presented to the boards.

I ask all AAC military members that have decided to retire to provide notification to the U.S. Total Army Personnel Command as soon as possible. Better promotion requirements and assignment planning are possible if AAC officers submit retirement requests no later than June 15, 1999, for Colonels and no later than January 1, 2000, for Lieutenant Colonels.

Request this memorandum be disseminated widely throughout your organization to ensure each AAC officer is notified of this request. This document will also be posted on our homepage at <http://dacm.sarda.army.mil>. The point of contact for this action is LTC William McGuire, (703) 604-7124, DSN 664-7124 or email at mcguirew@sarda.army.mil. Thank you for your support for increasing AAC promotion opportunities.

PAUL J. KERN
Lieutenant General, GS
Director
Army Acquisition Corps



**EXCELLENT OPPORTUNITIES FOR WEB-BASED TRAINING
EARN CONTINUOUS LEARNING POINTS**

I would like to call your attention to some excellent training opportunities developed by the Defense Acquisition University's Acquisition Reform Communications Center in conjunction with Acquisition and Logistic Reform Week 1999. These are web based and may be found on the OSD homepage; just click on the following web site: <http://www.acq.osd.mil/alrweek/training.htm> (Please note that these web-based training opportunities may be counted toward meeting the bi-annual 80 continuous learning points required by the USD(A&T) Continuous Learning Policy.

In addition to the OSD Web based training material, the Army is developing 10 additional courses that can be found on the Army Acquisition and Logistic Reform Week Home page: <http://acqnet.sarda.army.mil/arweek/> Both the OSD and Army training packages should be up and running by mid-May. The Web site also contains an informative memorandum from the USD(A&T) concerning learning activities planned during Acquisition and Logistics Reform Week in support of his policy on continuous learning.

Additionally, area Acquisition Reform Advocates (ARA) are currently canvassing applicants to register for a 24 hour web-based course titled NCMA-NAPM Managing Suppliers' Course. If you have not already received information on this course, please look for a list of area ARAs expected to be posted on the following web site: <http://acqnet.sarda.army.mil/arweek/poc.htm> by the end of the week. Individuals interested in this course should contact the ARA for their area for information.

If you have any questions on the web based training, NAPA/NCMA Course or the Acquisition and Logistic Reform Week please contact LTC Dan Gallagher at (703) 681-9479, DSN 761-9479 or email gallaghd@sarda.army.mil



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REPLY TO
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AFLG-PR

APR 9 1999

MEMORANDUM FOR HQ FORSCOM DCSLOG Contracting Division
ATTN: AFLG-PR
Directorates of Contracting

SUBJECT: FORSCOM Contracting Awards Program

1. PURPOSE: This Memorandum provides guidance and criteria for nominating candidates for various FORSCOM-sponsored awards programs for excellence in contracting. These awards are presented in recognition of achievements directly affecting the contracting mission in Forces Command. The awards are as follows:

HCA Civilian Contracting Professional of the Year
HCA Military Contracting Professional of the Year
HCA Special Recognition for Contracting Innovation Award
HCA Installation Contracting Excellence Award

PARC Individual Acquisition Reform Excellence Award
PARC Team Acquisition Reform Excellence Award
PARC Civilian Contracting Officer Excellence Award
PARC Military Contracting Officer Excellence Award
PARC Benchmark Award
PARC PEER Award (presented throughout the year)
PARC Achievement Award (presented throughout the year)

2. Specific award information and selection criteria are provided at Enclosure 1.
3. Point of contact is Ms. Judith Blake, DSN 367-7175.

TONI M. GAINES
Chief, Contracting Division, DCSLOG
Principal Assistant Responsible
for Contracting



FORSCOM CONTRACTING AWARDS PROGRAM

Contracting Division
Deputy Chief of Staff for Logistics
1777 Hardee Ave SW
Fort McPherson, Georgia 30330-1062

FORSCOM Contracting Awards Program

HCA Civilian Contracting Professional of the Year (1)

This award will be based upon awards nominations submitted to the Secretary of the Army Excellence in Contracting Awards program.

Approval Level: HCA, Commander, Forces Command

Frequency: Annual. Date for submission of nominations will be established by letter each fiscal year.

Criteria: The criteria will be established annually by the Department of the Army in its Secretary of the Army Excellence in Contracting awards program. One award will be made to a Civilian Employee.

POC: Judith Blake, DSN 367-7175
blakejw@forscom.army.mil

FORSCOM Contracting Awards Program

HCA Military Contracting Professional of the Year (1)

This award will be based upon awards nominations submitted to the Secretary of the Army Excellence in Contracting Awards program.

Approval Level: HCA, Commander, Forces Command

Frequency: Annual. Date for submission of nominations will be established by letter each fiscal year.

Criteria: The criteria will be established annually by the Department of the Army in its Secretary of the Army Excellence in Contracting awards program. One award will be made to a Military Employee.

POC: Judith Blake, DSN 367-7175
blakejw@forscom.army.mil

FORSCOM Contracting Awards Program

HCA Special Recognition for Contracting Innovation Award (1)

This award will be based upon awards nominations submitted to the Secretary of the Army Excellence in Contracting Awards program.

Approval Level: HCA, Commander, Forces Command

Frequency: Annual. Date for submission of nominations will be established by letter each fiscal year.

Criteria: The criteria will be established annually by the Department of the Army in its Secretary of the Army Excellence in Contracting awards program.

Any nomination submitted to this program in any category which, in addition to other criteria, demonstrates Innovation and proactive implementation of change that benefited FORSCOM contracting and its customers will be considered for this award. One award will be made to an individual, team, or contracting office demonstrating leadership in innovation.

POC: Judith Blake, DSN 367-7175
blakejw@forscom.army.mil

FORSCOM Contracting Awards Program

FORSCOM Installation Contracting Excellence Award:

Approval Level: HCA, Commander, Forces Command

Frequency: Annual. Date for submission of nominations will be established by letter each fiscal year.

Criteria: Nominations may be submitted in one of TWO (2) forms.

(1) A nomination submitted for the Secretary of the Army Awards in either the Center or Satellite category will be automatically considered for FORSCOM Installation Contracting Excellence Award, or

(2) An individual award nomination for the Installation Contracting Excellence Award may be submitted (when a separate Secretary of the Army award nomination has not been submitted), using the following criteria:

- (a) Excellence in mission accomplishment, including
 - Customer satisfaction
 - Customer education and
 - Timely acquisition support to customers
- (b) Success in implementing the contract regionalization concept
 - Identification of procurements for regionalization action
 - Reengineering procurements to achieve maximum economies of scale and efficiencies
 - Use of negotiated and best-value procedures in regionalized contracts
- (c) Innovation in contracting
 - Lead time reduction (from initiation when customer identified need to completion)
 - Use of new techniques or procedures
 - Notable Achievement in the Focus areas issued by SARDA annually
- (d) Achievement in Strategic Planning and use of metrics to measure success
- (e) Contracting work force career development

POC: Judith Blake, DSN 367-7175
blakejw@forscom.army.mil

FORSCOM Contracting Awards Program

PARC Individual Acquisition Reform Excellence Award:

Approval Level: Principal Assistant Responsible for Contracting (PARC), Forces Command

Frequency: Annual. Date for submission of nominations will be established by letter each fiscal year.

Criteria: Nominations may be submitted in one of TWO (2) forms.

(1) A nomination submitted for the Secretary of the Army Awards in any individual category will be automatically considered for the PARC Individual Acquisition Reform Excellence Award, or

(2) An individual award nomination for the PARC Individual Acquisition Reform Excellence Award may be submitted (when a separate Secretary of the Army award nomination has not been submitted), using the following criteria:

(a) Excellence in mission accomplishment through Acquisition Reform, including

- Customer satisfaction
- Customer education and/or
- Timely acquisition support to customers

(b) Innovation in contracting (one or more of the following)

- Lead time reduction (from initiation when customer identified need to completion)
- Use of new techniques or procedures
- Notable Achievement in the Focus areas issued by SARDA annually

POC: Judith Blake, DSN 367-7175
blakejw@forscom.army.mil

FORSCOM Contracting Awards Program

PARC Team Acquisition Reform Excellence Award

For extraordinary contracting achievement by an individual or group. Nominations must cite the nature and significance of the contribution.

Approval Level: Principal Assistant Responsible for Contracting (PARC), Forces Command

Frequency: Annual. Date for submission of nominations will be established by letter each fiscal year.

Criteria: Nominations may be submitted in one of TWO (2) forms.

(1) A nomination submitted for the Secretary of the Army Awards in any team or office category will be automatically considered for the PARC Team Acquisition Reform Excellence Award, or

(2) A team award nomination for the PARC Team Acquisition Reform Excellence Award may be submitted (when a separate Secretary of the Army award nomination has not been submitted), using the following criteria:

- (a) Demonstrate excellence in contracting
- (b) Identify specific achievement results in terms of money or time saved, and/or extraordinary support to the customer
- (c) The extent to which the nominee has embraced change (innovation) and
- (d) Significance of achievements to the local command.

POC: Judith Blake, DSN 367-7175
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FORSCOM Contracting Awards Program

PARC Contracting Officer Excellence Award

Approval Level: HCA, Commander, Forces Command

Frequency: Annual. Date for submission of nominations will be established by letter each fiscal year.

Criteria: A nomination submitted in the civilian contracting officer category for the Secretary of the Army Awards program will be automatically considered for PARC Contracting Officer Excellence Awards (Civilian).

POC: Judith Blake, DSN 367-7175
blakejw@forscom.army.mil

FORSCOM Contracting Awards Program

PARC Military Contracting Officer Excellence Award

Approval Level: HCA, Commander, Forces Command

Frequency: Annual. Date for submission of nominations will be established by letter each fiscal year.

Criteria: A nomination submitted in the contracting officer category for the Secretary of the Army Awards program will be automatically considered for PARC Military Contracting Officer Excellence Awards.

POC: Judith Blake, DSN 367-7175
blakejw@forscom.army.mil

FORSCOM Contracting Awards Program

PARC Benchmark Award

This award is presented for significant contributions to the FORSCOM Benchmark program.

Approval Level: Principal Assistant Responsible for Contracting (PARC), Forces Command

Frequency: Annual Awards. Quarterly dates for submission of benchmarks are established as 31 Jul, 30 Oct, 29 Jan and 30 Apr of each fiscal year. All benchmarks submitted will automatically be considered for the PARC Benchmark Award.

Criteria: Benchmark submissions must include the following:

- (a) Identify the idea, initiative, or current process.
- (b) Identify the place of origination (where or from whom you got the idea.
- (c) Explain how you expanded and enhanced the idea.
- (d) Describe benefits/values derived from your efforts.

POC: Patricia Boterweg, DSN 367-6207
blakejw@forscom.army.mil

FORSCOM Contracting Awards Program

FORSCOM PEER Award

The FORSCOM Peer Award may be presented inside the PARC staff or between offices within FORSCOM at any time during the year.

Approval level: FORSCOM Principal Assistant Responsible for Contracting.

Frequency: At any time during the year. Quarterly dates for submission of Peer Awards are established as 31 Jul, 30 Oct, 31 Jan and 30 Apr of each fiscal year.

Criteria: This award is recognition of employees by employees. If an employee has gone "above and beyond" to provide service or give assistance, submit a nomination to the "FORSCOM Peer Award". Include a justification and rationale, with the following:

- (a) Name of nominating individual, command, mailing address, e-mail address and telephone number
- (b) Name of nominee, command, mailing address, e-mail address and telephone number
- (c) Short statement of the reason for the nomination.

Nominations may be submitted by e-mail or memorandum at any time during the year. Note that NO ENDORSEMENT is required.

POC: Judith Blake, DSN 367-7175
blakejw@forscom.army.mil

FORSCOM Contracting Awards Program

PARC Achievement Award (presented throughout the year)

The PARC Achievement Award is presented at the discretion of the Principal Assistant Responsible for Contracting, as immediate recognition of special achievement.

Approval level: FORSCOM Principal Assistant Responsible for Contracting.

Frequency: At any time during the year.

Criteria: Presented to any individual or team for special contributions to the contracting mission

POC: Becky McCarthy, DSN 367-5581
mccarthyb@forscom.army.mil

FORSCOM Contracting Awards Program

PARC Benchmark Award

This award is presented for significant contributions to the FORSCOM Benchmark program.

Approval Level: Principal Assistant Responsible for Contracting (PARC), Forces Command

Frequency: Annual Awards. Quarterly dates for submission of benchmarks are established as 31 Jul, 30 Oct, 29 Jan and 30 Apr of each fiscal year. All benchmarks submitted will automatically be considered for the PARC Benchmark Award.

Criteria: Benchmark submissions must include the following:

- (a) Identify the idea, initiative, or current process.
- (b) Identify the place of origination (where or from whom you got the idea).
- (c) Explain how you expanded and enhanced the idea.
- (d) Describe benefits/values derived from your efforts.

POC: Patricia Boterweg, DSN 367-6207
blakejw@forscom.army.mil



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
WASHINGTON, DC 20310-0101

HAR 5 1999

1 MAR 1999

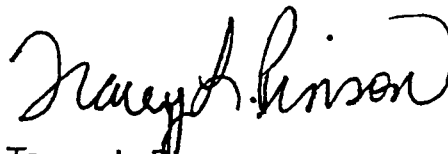
SADBU

MEMORANDUM FOR PRINCIPAL ASSISTANTS RESPONSIBLE FOR
CONTRACTING, DEPARTMENT OF THE ARMY

SUBJECT: Market Surveys to Enhance Participation in Competitive Sourcing
Process

1. Reference DAIM-ZA Memorandum dated 19 Oct 1998, subject: A-76 Studies Small Business Requirements, and Deputy Secretary of Defense Memorandum, dated 28 Oct 1996, subject: Consolidation of Contract Requirements. Both memoranda encourage contracting activities to conduct market surveys and to package their procurement requirements to give small businesses a fair chance to compete as prime contractors.
2. Market surveys are very important to determine small business interest in installation requirements, develop acquisition strategy, determine appropriate subcontracting effort, maximize total small business participation, and optimize the use of commercial services. The local SBA representative should be involved in your market surveys to insure the continuity of the process.
3. These surveys must contain detailed information on the ability and willingness of small businesses to compete; should address the specific requirements of the current study or solicitation; and must be completed within six (6) months prior to initiation of a study or release of a solicitation. I also expect Small Business Specialists to be involved in the development of acquisition strategies and coordinate in the conduct of market surveys. I further encourage you to conduct detailed market surveys that reflect the appropriate geographical areas and address each procurement requirement.
4. When market surveys are performed within the general geographical area of the installation and involve local small business associations, they add value to the results of your studies. In addition, a good market survey may limit the impact of appeals since these surveys provide a preliminary picture of small business interest and an indication of their ability to meet the installation's requirements. While market surveys may not prevent appeals, they may expedite and shape the final decision.

5. A helpful Market Survey Guide can be found on DOD Defense Standardization Program (DSP) Homepage (<http://www.dsp.dla.mil/documents/sd-5.html>).
6. SBA revised the affiliation regulations relative to size standards (13 CFR 121). Under these revised rules, small and small disadvantaged businesses (SDB) can form joint ventures and still maintain their small business status. This change should increase the opportunity for small businesses to participate in your procurements.
7. COL James Washington, my Senior Military Assistant, is the point of contact for this matter. Please feel free to contact him for assistance at 703/697-2868 or E-mail: washijm@hqda.army.mil.



Tracey L. Finson
Director, Office of
Small and Disadvantaged Business Utilization

LIST OF RECURRING REPORTS

Effective: 22 Mar 99

REPORT	FREQUENCY	DIRECTIVE	DUE FORSCOM
Status Report of Specified Contract Audits (DD-IG(SA) 1580)	Semiannual	AFARS 15.890-3, DODD 7640.2	5 Apr / 5 Oct
Labor Standards Enforcement Report (142-DOL-SA)	Semiannual	DFARS 22.406-13	10 Apr / 10 Oct
DOD Property in the Custody of Contractors, DD Form 1662 (DD-ACQ(A) 1087)	Annual as of 30 Sep and any other date when a contract is completed	FAR/DFARS/AFARS 45.505-14	5 Nov to AMC Rock Island, IL with info copy to FORSCOM
Advance Acquisition Plan	Annual	FFARS 7.190	15 Sep
Bid Protest Action Report	As applicable	AFARS 33.190-1	15 days after resolution
Competition Report (DD-ACQ(AN) 1644)	Annual	AFARS 6.502/FFARS 6.5	15 Nov
Unauthorized Commitments	Annual	FFARS 1.602-3	15 Nov to Garrison Cmdr & PARC